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Report For Week Ending 12 August 1958
From
Records Center

During the week the following accessions were made:

	6 Cu. Ft.
COMPT	1 "
OCI	<u>253</u> "
OCR	3 "
OO	5 "
PERS	15 "
OTR	Sub-Total: 283 Cu. Ft.
	Finished Intelligence 59 "
	Total: 342 Cu. Ft.

Map Negatives	1,231 Cu. Ft.
Records Holdings	25,651 "
Distribution Material Holdings	<u>11,077</u> "
Total:	37,959 Cu. Ft.

Distribution Material Disposed of at Center	38 Cu. Ft.
Distribution Material Transferred from Center	6 "
Records Disposed of at Center	16 "
Records Transferred from Center	8 "
Total:	68 Cu. Ft.

Accessioning & Disposal

Tangible

Received 112 safety-stacks from OCR/Library. This material is being held until an evaluation has been made as to its final disposition.

There is now 237 cubic feet of material in the disposal area.

Intangible

Accessioned the first large job using the newly fabricated 5-1/2" x 8" containers. The results are very good.

Reference

Tangible

Serviced two large request that consisted of 2,507 copies of NIS being furnished to Army and 75 copies of NIS to ONI.

News

The Engineering Division is now in the process of installing the metal-mesh for the DD/I and DD/S Grilled Areas.

25X1X8

Completed the move 10,221 cubic feet of supplemental material into the new addition and the relocation of 5,639 cubic feet of DD/P records.

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News - Continued

25X1A9a Mr. [REDACTED] is on leave from 6 August until 22 August and
Mr. [REDACTED] is on leave for the week 11-15 August 1958.

25X1A9a

Chief, Records Center